

PAYMENTS

Payment Approvals
Payment Modifications
Client Payment History
Funding Eligibility
Warrants
Contracts
Overpayments



- On line payment entry and approval
- You will be alerted when payments are not timely approved
- Complete client payment histories
- Payment adjustments at your finger tips

PAYA - Payment Approval

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CAFSPAYA                PAYMENT APPROVAL LIST                02/13/2009    10:01
USER ID : C74142SW                                PAGE NO:    1

STATUS INQUIRY: X NOT APPROVED    APPROVED    DENY    ALL    USER ID:

TO SELECT, ENTER I=INQUIRE, A=APPROVE, U=UNAPPROVE, M=MODIFY(ADJUST), OR D=DENY
PAY          SVC          SERVICE UNIT
S AGE      NAME      PROVIDER CODE BEGIN DT  END DT  NO  TYP  RATE
U 0623 GRIMMIS, BILL  BNFH    PFRS1 01/01/08 01/20/08  19 DAY  15.00
U 0625 TRUST, JOE    YFH     PFSSI 07/01/07 07/31/07  31 DAY  20.90
U 0624 TRUST, JOE    YFH     PFSSI 08/01/07 08/31/07  31 DAY  20.90
U 0624 TRUST, JOE    YFH     PFSSI 09/01/07 09/30/07  30 DAY  20.90
U 0612 TRUST, JOE    YFH     PFSSI 10/01/07 10/09/07   9 DAY  20.90
U 0459 TRUST, JOE    YFH     PGRS5 10/01/07 10/30/07  30 DAY  117.93
U 0624 GRIMMIS, BILL  BNFH    PFRS1 08/01/07 08/31/07  31 DAY  25.00
U 0624 GRIMMIS, BILL  BNFH    PFRS1 09/01/07 09/30/07  30 DAY  25.00
U 0612 GRIMMIS, BILL  BNFH    PFRS1 10/01/07 10/31/07  31 DAY  29.00
U 0612 GRIMMIS, BILL  BNFH    PFRS1 11/01/07 11/30/07  30 DAY  29.00
U 0623 GRIMMIS, BILL  BNFH    PFRS1 12/01/07 12/31/07  31 DAY  29.00
U 0605 JUVENILE, JOE  YFH     PFRS1 05/01/06 05/31/06  31 DAY  28.88
U 0625 XX, C          SFF     PFRS1 07/01/07 07/31/07  31 DAY  25.00
U 0624 XX, C          SFF     PFRS1 08/01/07 08/31/07  31 DAY  25.00
PINK INDICATES AN INCOMPLETE PAYMENT.
                                PATH:
  
```

- This screen displays a list of all payments waiting for approval by the worker
- You can INQUIRE (I), APPROVE (A), UNAPPROVE (U), MODIFY (M) or DENY (D) a payment by entering the appropriate selection in the select field and pressing enter
- The worker assigned to the client will approve both constant (non-invoiced) and variable (invoiced) payments
 - The information appearing on this screen will have been entered by a central office worker from an actual provider invoice (for invoiced payments), or it will be system generated (for non-invoiced payments)
- The select field will display an “A” when the payment has been approved
 - This will allow the worker to unapprove something that has been approved but not yet paid
 - Unapproval is accomplished by typing over the ‘A’ with a ‘U’
- The licensing status will be checked by the system when the payment line item/claim is approved
 - An error message will appear when there is not a current, valid license for the provider and the provider has not been marked for payment without a license
 - The system will also check court order and parental agreement information for custody status before approval can be accepted

- It is perfectly acceptable for the worker to DENY a payment if he/she has questions or knows a modification needs to take place and the solution is not going to be immediate
 - The advantage of using the deny capability is that the payment remains on the PAYA screen, but under a different search criteria, so the worker would be less likely to approve that payment by mistake
- This screen gives the worker a place to check on the status of a particular payment
 - If you notice that a particular payment has been sitting in APPROVED status for a few days, contact Central Office to find out if there is a problem
- A payment that is in INCOMPLETE status will show up highlighted in pink to remind the worker that further processing needs to be done (SHIFT+F1 to balance).

CBPL - Client-Based Payment List

```

CAFSCBPL          CLIENT-BASED PAYMENT LIST          07/05/2006   15:51
USER ID : C74142SW                                PAGE NO: 1

                                STATUS PAYMENT/
                                PROVIDER NO  CD  INVOICE #  FROM DATE  TO DATE  CAPS ID
STARTING VALUES:              000                                00001006

TO SELECT, ENTER C=COPY,I=INQUIRE,M=MODIFY,R=RELEASE,U=UNRELEASE OR H=HOLD
PAYMENT/ STATUS
SEL INVOICE  CD  CLIENT NAME      DATE      PROVIDER NO PROVIDER NAME      AMOUNT
- 000002858 P TRUST, JOHN        06/30/2006 0001001 001 MARY FOSTER
- 000002857 P TRUST, JOHN        06/30/2006 0001001 001 MARY FOSTER      71.00
- 000002856 P TRUST, JOHN        06/21/2006 0001001 001 MARY FOSTER      75.00
- 000002855 P TRUST, JOHN        06/21/2006 0001001 001 MARY FOSTER       3.00
- 000001886 I TRUST, JOHN        03/24/2004          MARY FOSTER       2.00
- 000001230 P TRUST, JOHN        07/31/2001 0001001 001 MARY FOSTER     442.68
- 000001218 P TRUST, JOHN        06/30/2001 0001001 001 MARY FOSTER     428.40
- 000001206 H TRUST, JOHN        11/30/2000 0001001 001 MARY FOSTER     385.56
- 000001194 P TRUST, JOHN        10/31/2000 0001001 001 MARY FOSTER     442.68
- 000001179 P TRUST, JOHN        09/30/2000 0001001 001 MARY FOSTER     428.40
- 000001166 P TRUST, JOHN        08/31/2000 0001001 001 MARY FOSTER     442.68
- 000001149 P TRUST, JOHN        07/31/2000 0001001 001 MARY FOSTER     422.84
PINK=PAYMENT ON HOLD, BLUE=DOC, YELLOW=TRUST ACCOUNT PAYMENT, VIEW ON TAED.

                                PATH:
  
```

- This screen displays a list of all client-based, unit-based payments whether invoiced or not, and whether contracted or non-contracted
- A worker also may search for a range of payments by entering selection criteria including provider number, status code, payment/invoice number, date span or by CAPS ID
- This screen allows authorized central office financial staff to release a payment to be paid
- The worker assigned to the client must approve the payment on PAYA before a warrant can be released, issued and sent to the provider
- This screen shows the status of the PAYMENT, not the status of the WARRANT. For status on a warrant, the worker needs to go to WRNH (Provider Warrant History)
- The colors you see on CBPL indicate the following:
 - Pink = payment has been placed on HOLD by Central Office
 - Blue = payment is a DOC payment
 - Turquoise = payment is a DPHHS payment
 - Yellow = trust account payment – view on TAEL/TAED screens

CBPD - Client-Based Payment Detail

```
CAFSCBPD          CLIENT-BASED PAYMENT DETAIL          07/05/2006    15:52
USER ID : C74142SW MODIFY                                PAGE NO:    1
PAY NO: 000001134 STATUS: U UNAPPROVED DATE: 06/30/2000 TOTAL:    1,320.00
PROV NO: 0001003 001 NAME: YOUTH FOSTER HOME            CITY: HELENA
CAPS ID: 00001002 00 NAME: HOLLING, KYLE
CONTRACT: 0023FOSC0001 AMENDMENT: 000 TYPE: FOSC FOSTER CARE SERVICE
                                           INVOICE RECEIVED DATE:
TO SELECT, ENTER A=ADD, M=MODIFY(ADJUST), OR I=INQUIRE
SEL      LINE      SVC      PAYMENT PERIOD      UNIT
      RATE      ITM      CODE      BEGIN DATE  END DATE      NO  TYP
      AMT OWED      AMT PAID      STS
-         1         PTXL2      06/01/2000 06/30/2000      30  DAY
      44.00      1,320.00      1,320.00      N
-
-

NOTIFY CENTRAL OFFICE: N                                CENTRAL OFFICE COMMENTS:
RELEASE:      BY:      DATE RELEASED:      RELEASER'S COMMENTS:

SHIFT+F1=ACCEPT                                          PATH:
```

- This screen is used to view and adjust (until approval) the detailed payment information for a specific client and provider
 - If an adjustment is made on CBPD, the worker needs to remember to use the SHIFT+F1 function keys to balance the payment. This also changes the status of the payment from INCOMPLETE back to UNAPPROVED so the worker can then approve the payment on PAYA
- The worker can adjust the payment up to the point the payment is released or posted
 - If the payment is in RELEASED or POSTED status, the worker needs to contact Central Office if a modification needs to be made
- Should the user wish to adjust the Funding Details associated with this service, enter an "M" on the select line in front of the desired service, and PAFD in the PATH and press ENTER
 - This takes the user to the Payment Funding Detail (PAFD) screen
- The system assigns the next available 'PAYMENT NUMBER' when a payment is created

PAFD - Payment Funding Detail

```
CAFSPAFD          PAYMENT FUNDING DETAIL          07/05/2006  15:53
USER ID : C74142SW MODIFY                          PAGE NO: 1
PAY NO: 000001942 STATUS: I INCOMPLETE DATE: 03/31/2004 TOTAL: 1,450.00
PROV NO : 0001049 001 NAME: FOSTER HOME ONE          CITY: BUTTE
CAPS ID : 00001140 25 NAME: GUARDIANSHIP, KID
CONTRACT:          AMENDMENT: 000 TYPE:

SERVICE CODE: PGUAR GUARDIANSHIP          AMOUNT: 1,450.00
PERIOD BEGIN DATE: 05/01/2004 END DATE: 05/28/2004 OFFSET:
TOTAL : 1,450.00

TO SELECT, ENTER A=ADD, D=DELETE, M=MODIFY(ADJUST), OR I=INQUIRE
FUNDING SOURCE          FUNDING STATUS          ADJUSTMENT
SEL CD DESCRIPTION          AMOUNT CD DESC          CD DESC
- ECE IV-E COURT ORDERED          1,450.00 N NEW          ORI ORIGINAL
-
-
-
-
-
-
=====
TOTAL DFS: 1,450.00
TOTAL NON-DFS:
SHIFT+F1=BALANCE TOTAL: 1,450.00

PATH:
```

- This screen is used to view and/or adjust funding information for client-based service payments
- The TOTAL FUNDING AMOUNT must balance to the SERVICE TOTAL displayed above
 - Press SHIFT+F1 to check the balance
 - A message will be displayed if the amounts are not equal
 - The TOTAL FUNDING AMOUNT includes both DFS and non-DFS Funding Source which means the SERVICE TOTAL must include both as well
- Before approval of the payment, all information can be added to CAPS even if it does not balance
- To make an adjustment after a payment has been approved, enter an “M” on the select line and press ENTER to access PFAD (Payment Funding Adjustment Detail screen)

CLPH - Client Payment History

CAFSCLPH	CLIENT PAYMENT HISTORY	07/05/2006	15:54
USER ID : C74142SW	INQUIRE	PAGE NO:	3
CAPS ID : 00001005	00	NAME: TRUST, JOE	
PAYMENT PERIOD BEGIN DATE: 01/2001			
END DATE: 07/2006			
TO SELECT, ENTER I=INQUIRE			
SEL	SERVICE	TOTAL	
	MM/YEAR	PAYMENTS	
-	01/2003	520.93	
-	02/2003	0.00	
-	03/2003	0.00	
-	04/2003	0.00	
-	05/2003	465.93	
-	06/2003	400.00	
-	07/2003	0.00	
-	08/2003	450.90	
-	09/2003	0.00	
-	10/2003	0.00	
-	11/2003	0.00	
-	12/2003	0.00	
		=====	
	PERIOD TOTAL	7,647.58	
			PATH: █

- This screen displays the monthly amount paid for the care of a specific client
- A history of all payments summarized by service month
- The worker can select a specific entry to access detailed monthly payment information
 - A range of dates may be entered to compute the PERIOD TOTAL AMOUNT
- Begin date, end date and period total amount fields will default to zero (0)

CMPL - Client Monthly Payment List

```
CAFSCMPL          CLIENT MONTHLY PAYMENT LIST          07/05/2006   15:55
USER ID : C74142SW                                PAGE NO:    1
CAPS ID : 00001005    00    NAME: TRUST, JOE

SERVICE MM/YEAR: 03/2006    TOTAL PAYMENTS:          627.44
TO SELECT, ENTER I=INQUIRE
  PROVIDER/PERSON    PAYMENT    SVC    T
SEL    NAME          NUMBER    CD    R    UNTS    AMOUNT    WARRANT    ISSUE
-    YFH1            2666    PFSSI    31    627.44    NUMBER    DATE

SHIFT+F10=NEXT  SHIFT+F11=PRIOR
FS900001 NEW INFORMATION DISPLAYED                      . PATH:  
```

- This screen displays all payments during a selected service month that were issued for the care of a specific client
- A user can select a particular entry to access detailed information about a specific payment
- All payments made on behalf of the client will be displayed on this screen, including payments made out of the client's trust account (but not the cost of care taken out of the trust account)
 - The TRUST ACCOUNT FLAG (TR) will be a "T" when the payment was made from a trust account and left blank in all other instances
 - The AMOUNT column will show the net amount that has been paid to the provider for the invoice
 - The 'WARRANT NUMBER' and 'WARRANT ISSUE DATE' will be for the warrant that was most recently sent for the invoice

CLPD - Client Payment Detail

```

CAFSCLPD                      CLIENT PAYMENT DETAIL                      07/05/2006    15:56
USER ID : C74142SW INQUIRE                                           PAGE NO:    1
CAPS ID : 00001005    00      NAME: TRUST, JOE
PAYEE   : 0001001  001      NAME: MARY FOSTER HOME

-----NET FUNDING-----
PAYMENT  ITEM    DATE    SVC CD  BEGIN DATE  END DATE    UNITS  TYPE
000002666    1  00/00/0000  PFSSI  03/01/2006  03/31/2006    31  DAY
              RATE      AMT OWED    AMT PAID    BALANCE
              20.24      627.44      627.44      0.00

-----ADJUSTMENTS/PAYMENTS-----
SELECT=I,INQUIRE
S  ADJ ITEM  SERVC  MM/YYYY  UNITS    RATE      AMT OWED    AMT PAID    BALANCE
   WORKER      ADJ DATE      WARRANT NO  WRNT ISS DT
-  ORI 000  PFSSI  03/2006   31    20.24      627.44      627.44      0.00
   C74142SW      01/20/2006

FS9000001 NEW INFORMATION DISPLAYED                                . PATH:
  
```

- This screen displays the history of all adjustments and payments for a specific payment line item/claim
- All lines on this screen have to do with a single payment line item or claim
 - The original shows up first under 'ADJUSTMENTS/PAYMENTS'
 - Every payment and every adjustment made shows up in ascending chronological order after the original
- The ADJUSTMENT TYPE field says AORI≡ when the line is not showing an adjustment
The AMOUNT is calculated from the NUMBER OF UNITS times the RATE
 - The BALANCE is the amount owed after the adjustment or payment has been made
- A user can select a particular entry to access detailed funding information about a specific payment

CELL – Client Eligibility List

[illegible]

- This screen is used to INQUIRE, ADD, or MODIFY a client's eligibility information
 - "ACTIVE ONLY" or "ACTIVE AND DELETED" eligibility information can be displayed
- IV-E eligibility is not manually entered on the CELL screen. SCS staff type (IV-E Unit) can modify and/or delete client entered IV-E spans. SCS staff type (IV-E Unit) are the only workers who can add SG4 eligibility
- SSI staff type (SSI Unit) are the only workers who can add SSI eligibility
- SPE staff type (Program Bureau: Adoption) are the only workers who can add ADE eligibility
 - ADE cannot be added if the client does not have at least one SBE (subsidy eligibility) special need on the SPND (Special Needs Detail) screen
 - ADE cannot be added if the client does not have a finalized adoption placement on the ADOD (Adoption Detail) screen
 - ADE cannot be added if the client does not have an approved adoption AFDC relatedness determination on the DETL (IV-E Determination List) screen or an SSI span on the CELL screen that encompasses the ADE begin date
 - The ADE begin date cannot be less than the adoption finalization date
 - ADE will default to the client's 18th birthday but is modifiable to their 21st birthday

IVEL – IV-E Reimbursability List

```
CAFSIVEL          IV-E REIMBURSABILITY LIST      11/03/2008    9:23
USER ID : C72881   PAGE NO: 001
CAPS ID : 00001080 25  NAME: TEST, GUARDIANSHIP L JR

TO SELECT, ENTER I=INQUIRE, H=REASON CODE HISTORY (PENDING, SUSPENDED, DENIED)
TO DISPLAY, ENTER X: X ACTIVE ONLY      ACTIVE AND INACTIVE
                     IV-E BEGIN  IV-E END    UPDATE    UNRESOLVED  MORE UNRSLVD
SEL FLAG   DATE      DATE      DATE      REASONS      RSNS  STATUS
-   A   08/31/2003  99/99/9999  99/99/9999  FIN AGE      N   SUSPENDED
-   A   08/17/2001  08/17/2001  01/01/2006      N   PENDING

WHITE IV-E SPANS ARE INACTIVE IV-E SPANS

PATH:
```

- The screen will be in inquire mode at all times and is pageable
 - Default display will be ACTIVE ONLY. If ACTIVE ONLY is selected, only active IV-E spans will be displayed
 - Inactive IV-E spans will display in white and a message will appear at the bottom of the screen saying “white IV-E spans are inactive IV-E spans”
- A select code will be allowed to access the IVED (IV-E Reimbursability Detail) or IVRH (IV-E Reason Code History) screens
 - Selecting a span with an “T” will access IVED
 - Selecting a span with an “H” will access IVRH
 - Selecting a span with an “H” will only be allowed if the status is pending, suspended or denied
- The FLAG field will display an “A” or an “T” to indicate an active or inactive span
- The IV-E BEGIN/END DATE fields will display the IV-E begin/end dates
- The UPDATE DATE field will display the date the IV-E span was last updated
- The UNRESOLVED REASONS field will display up to five reasons why a span was suspended or denied

- The MORE UNRSLVD RSNS field will display a “Y” if there are more than five unresolved reasons
 - If there are five (or less) unresolved reasons, an “N” will display
 - Reasons will display in the following order: CRT, PPH, LIC and then any additional unresolved reasons
- The STATUS field will display the current status of the IV-E span (pending, approved, suspended or denied)

IVED – IV-E Reimbursability Detail

```
CAFSIVED                IV-E REIMBURSABILITY DETAIL    03/04/2009    9:54
USER ID: C72881
CAPS ID: 00001438   47 NAME: BLACKWELL, HANNAH

IV-E BGN DATE :          IV-E END DATE:          IV-E UPDT DATE:
INACTIVE DATE :          ACTIVE FLAG :          REASON:
CHILD MEETS AFDC RELATEDNESS CRITERIA: Y   FINANCIAL MONTH: 07/2007
IF NO, REASON FOR DENIAL:
CHILDS AGE: 2   BIRTH DATE: 01/01/2007   EXPECTED TO GRAD BY AGE 19:
-- COURT DETAIL INFORMATION --
DOES THE AGENCY HAVE PLACEMENT AND CARE RESPONSIBILITY?: Y
EFFECTIVE DATE: 01/01/2007   END DATE: 99/99/9999
PRNTL/YTH AGREEMENT EXISTS:   EFFECTIVE DATE:   END DATE:
CONTRARY TO WELFARE EXISTS: Y   DATE: 01/01/2007
REASONABLE EFFORTS EXIST: Y   DATE: 01/01/2007 OR
REASONABLE EFFORTS NOT REQUIRED:   DATE:
-- PERMANENCY FINDINGS --
LAST PF DATE:   NEXT PF DATE: 01/01/2008
-- PROVIDER LICENSE INFORMATION --
PLACEMENT PROVIDER/FACILITY: 0001161 001   NAME: OVERLIMIT HOUSE
PLACEMENT TYPE: F   STATUS: AT   LICENSE TYPE: YFH   STATUS: REG
LICENSE EFFECTIVE DATE: 01/01/2007   END DATE: 12/31/2008

PATH:
```

- IVED can be accessed directly by typing in the PATH or by selecting a particular IV-E span from the IVEL screen
- IVED will display the information that is currently in the system if the screen is accessed directly or will display the information that was in the system at the time the IV-E span was created if IVED is accessed by selecting a span from IVEL
- IV-E span information and AFDC relatedness information will be displayed at the top of the screen
 - Other information includes COURT DETAIL INFORMATION, PERMANENCY FINDINGS and PROVIDER LICENSE INFORMATION
- The IF NO, REASON FOR DENIAL field will display the denial reason if the most recent AFDC relatedness determination was denied on DETL when the screen is accessed directly or the denial reason from the denied AFDC relatedness determination at the time the IV-E span was created if IVED is accessed by selecting a span from IVEL
 - If denial was for non-financial reasons, this field will display the BYPASS REASON entered on the determination
 - If denial was for being over net monthly income, this field will display NI
 - If denial was for being over gross monthly income, this field will display GI
 - If denial was for no deprivation, this field will display DP

- If denial was for no citizenship, this field will display NU
 - If denial was for no specified relative, this field will display SP
 - If denial was for exceeding resources, this field will display RS
- In order for the DOES THE AGENCY HAVE PLACEMENT AND CARE RESPONSIBILITY? field to display a “Y”, the client must have an active court disposition of AFD, EPS, GSP, LTC, PLC, RPA, TCT, TIA, TIE, TLC, TLE or WRD

IVRH – IV-E Reason Code History

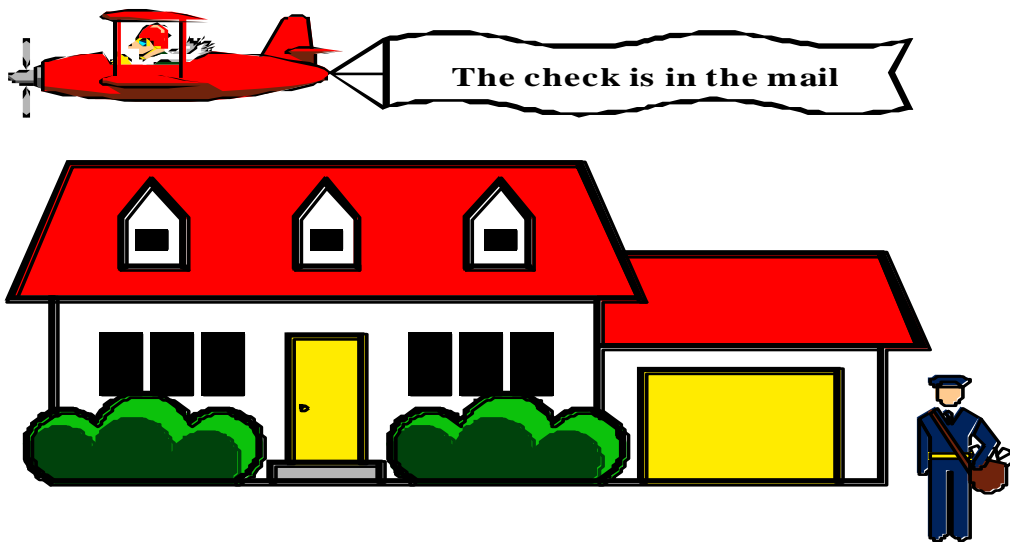
CAFSIVRH	IV-E REASON CODE HISTORY		01/05/2009	9:48
USER ID: C72881	INQUIRE		PAGE NO: 001	
CAPS ID: 00001425	00 NAME: SCHRAPPS, CONNOR			
IV-E BEGIN DATE : 01/01/2006 IV-E END DATE : 99/99/9999 STATUS : PENDING				
REASON	DATE REASON ADDED	DATE REASON RESOLVED	ACTUAL BEGIN DATE	ACTUAL END DATE
PPH	01/01/2006		01/01/2006	99/99/9999
CRT	01/01/2006		01/01/2006	99/99/9999
ADC	01/01/2006		01/01/2006	99/99/9999
CTW	01/01/2006		01/01/2006	99/99/9999
REF	01/01/2006		01/01/2006	99/99/9999
INT	01/01/2006		01/01/2006	99/99/9999
PATH: ■				

- IVRH must be accessed by selecting an existing IV-E span from the IVEL screen
- The IV-E BEGIN/END DATE fields will display the IV-E begin/end dates
- The STATUS field will display the current status of the IV-E span (pending, approved, suspended or denied)
- The REASON field will display the reason the IV-E span is pending, suspended or denied
- The DATE REASON ADDED/RESOLVED fields will display the date the reason was created/resolved.
- The ACTUAL BEGIN/END DATE fields will display the reason actual start/end date
- The hierarchy of reason codes is CRT, PPH and LIC, followed by any additional reason codes.

MIHL – Medicaid Issuance History List

CAFSMIHL	MEDICAID ISSUANCE HISTORY LIST										10/07/2009		16:02	
USER ID	:	CS4566												
CAPS ID	:	00398495	00	NAME: BRADFORD, ALEX M										
CHIMES ID	:	1502953												
Y INDICATES MEDICAID ISSUANCE FOR THE MONTH														
YEAR														
		01	02	03	04	05	06	07	08	09	10	11	12	
2009		Y	Y	Y	Y	Y	Y	Y	Y	Y				
2008												Y	Y	
PATH:														

- The CHIMES ID and Medicaid issuance that is received from CHIMES will display.
- If the client received any Medicaid issuance on CHIMES, a YEAR will display and the MONTH will be set to “Y”.
- Medicaid issuance information will interface until the client’s 21st birthday.
- The screen will display up to 10 years of issuance history.



WARRANTS

PA-04

- Detailed payment information for specific warrants and specific clients
- The ability to view warrants that have been paid to a specific provider

WRNH - Provider Warrant History

CAFSWRNH		PROVIDER WARRANT HISTORY		07/05/2006 15:57	
USER ID : C74142SW				PAGE NO: 1	
PROV NO : 0001001 001		PROV NAME: YOUTH FOSTER HOME			
BEGIN DATE: 07/2006		END DATE: 07/2006		CUMULATIVE PAYMENTS: 218,276.35	
TO SELECT, ENTER I=INQUIRE OR M=MODIFY					
SEL	FAC	ISSUE DATE	SBAS DOC NO	WARRANT NUMBER	WARRANT STATUS DATE AMOUNT
-	001		2000001		PEND 02/05/2000 1,359.68
-	001		2000002		PEND 03/05/2000 1,408.24
-	001		2000004		PEND 03/31/2000 793.60
-	001		2000009		PEND 03/31/2000 1,032.00
-	001		2000010		PEND 02/29/2000 400.00
-	001		2000011		PEND 02/29/2000 120.00
-	001		2000013		PEND 03/07/2000 2,302.14
-	001		2000014		PEND 03/07/2000 6,408.69
-	001		2000016		PEND 03/08/2000 752.68
-	001		2000018		PEND 03/08/2000 2,270.18
-	001		2000023		PEND 04/30/2000 444.00
-	001		2000024		PEND 07/31/2000 40.00
-	001		2000025		PEND 10/05/2000 622.84
-	001		2000027		PEND 10/05/2000 38.28
FS900001 NEW INFORMATION DISPLAYED				. PATH: █	

- This screen displays a list of all warrants that have been paid to a specific provider
- The list displays payments for Client-Based Invoices, Contracted Services Invoices, Trust Account Expenditures, Emergency Warrants, and Overpayment Recovery
- The worker will be able to view all the warrants for all the Facilities of a Provider

WRND - Provider Warrant Detail

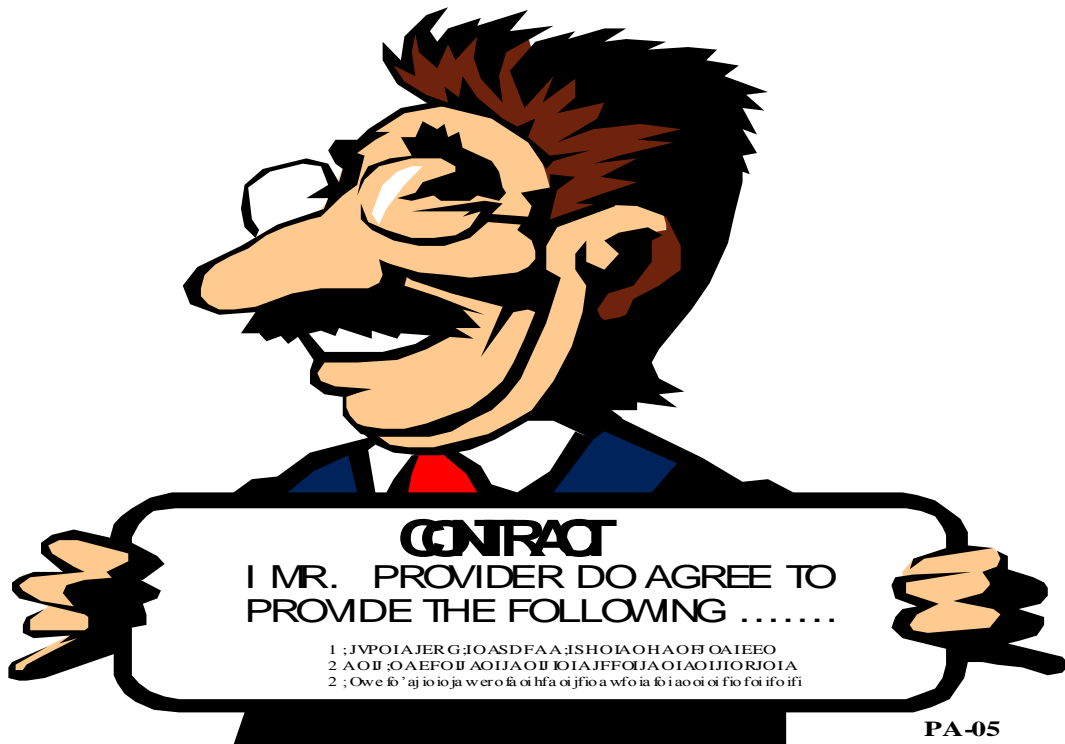
```

CAFSWRND          PROVIDER WARRANT DETAIL          07/05/2006   15:57
USER ID : C74142SW INQUIRE          PAGE NO: 1
PROV NO : 0001001 001          PROV NAME: YOUTH FOSTER HOME

ISSUE      SBAS      WARRANT      WARRANT      STATUS      WARRANT
DATE      DOC NO    NUMBER      STATUS      DATE      AMOUNT
          2000014
          PEND -- PENDING          03/07/2000   6,408.69

EFT TRANS ROUTING NO:          BANK ACCOUNT NO:
ADDR: 3075 N MONTANA AVE
PAYMENT LINE CLIENT/CNTRCT
NUMBER ITEM      NUMBER      NAME      SVC      SERVICE      AMOUNT
000001045      1      00001015      JUVENILE, MIKE      PFRS1 01/2000      12.14
000001048      1      00001016      KID, PROBATION      PFSSI 01/2000      447.20
000001058      1      00001013      JUVENILE, ANN      PFRS1 02/2000      439.93
000001061      1      00001014      JUVENILE, MARY      PFRS1 02/2000      352.06
000001074      1      00001013      JUVENILE, ANN      PFRS1 03/2000      470.27
000001077      1      00001014      JUVENILE, MARY      PFRS1 03/2000      376.34
000001080      1      00001012      JUVENILE, JOE      PFRS1 03/2000      470.27
000001090      1      00001013      JUVENILE, ANN      PFRS1 04/2000      455.10
000001092      1      00001016      KID, PROBATION      PFSSI 04/2000      516.00
000001093      1      00001014      JUVENILE, MARY      PFRS1 04/2000      364.20
000001096      1      00001012      JUVENILE, JOE      PFRS1 04/2000      455.10
REPORT DATES: FROM:          TO:
FS900001 NEW INFORMATION DISPLAYED          . PATH:
  
```

- The Provider Warrant Detail screen displays the detailed payment information for the specific warrant that was selected on the WRNH (Provider Warrant History) screen
- When the service is for a specific client, the CAPS ID will appear in the CLIENT/CONTRACT NUMBER field and the client's name will appear in the NAME field
 - When there is not a specific client, the contract number will appear in the CLIENT/CONTRACT NUMBER field and Service Code Description will be displayed in the NAME field



- Contract histories that can be sorted by the type of service provided or complete listings of all contracts
- You can select a contract for an individual provider and view the services and details of the contract

CONL - Contract List

CAFSCONL		CONTRACT LIST		07/05/2006 15:59			
USER ID : CS4566		PAGE NO: 1					
PROV NO : 0007001 001		PROV NAME: YOUTH HOMES INC.					
TO SELECT, ENTER C=COPY, D=DELETE, I=INQUIRE, M=MODIFY, OR R=RENEW							
SEL	STS	CONTRACT NO	AMND	TYPE	DESCRIPTION	START DATE	END DATE
—	E	0603FOSC0055	000	FOSC	FOSTER CARE SERVICES	07/01/2005	06/30/2007
—	T	0503FOSC0095	000	FOSC	FOSTER CARE SERVICES	01/01/2005	06/30/2005
—	T	0503FOSC0032	000	FOSC	FOSTER CARE SERVICES	07/01/2004	01/01/2005
—	T	0403FOSC0038	000	FOSC	FOSTER CARE SERVICES	07/01/2003	06/30/2004
—	T	0323FOSC0054	000	FOSC	FOSTER CARE SERVICES	07/01/2002	06/30/2003
—	T	0223FOSC0014	000	FOSC	FOSTER CARE SERVICES	07/01/2001	06/30/2002
—	T	0123FOSC0017	001	FOSC	FOSTER CARE SERVICES	07/01/2000	06/30/2001
—	T	0123FOSC0017	000	FOSC	FOSTER CARE SERVICES	07/01/2000	06/30/2001
—	T	0023FOSC0013	000	FOSC	FOSTER CARE SERVICES	07/01/1999	06/30/2000
—	T	9923FOSC0011	000	FOSC	FOSTER CARE SERVICES	07/01/1998	06/30/1999
—	T	9823FOSC0014	000	FOSC	FOSTER CARE SERVICES	07/01/1997	06/30/1998
—	T	9723FOSC0047	000	FOSC	FOSTER CARE SERVICES	07/01/1996	06/30/1997
—	T	9622FOSC0033	000	FOSC	FOSTER CARE SERVICES	07/01/1995	06/30/1996
						PATH:	

- This screen displays a historical listing of all contracts between DPHHS and a specific provider in the CAPS system
- This screen also provides access to the detail screens to add a new contract, modify an unapproved contract, or amend an executed contract
- You may only INQUIRE on this information – modifications can only be made by the appropriate Central Office staff
- If you enter an I (Inquire) you are transferred to the COND (Contract Detail) screen

COND - Contract Detail

CAFSCOND		CONTRACT DETAIL		04/10/2008		14:18	
USER ID : C74142SM INQUIRE							
PROV NO : 0001001		001		PROV NAME: YOUTH FOSTER HOME			
FISCAL YEAR : 07 SBAS PROGRAM: 03 AREA AGENCY NUMBER:							
CONTRACT NO : 0703FOSC0001		STS: E		CONTRACT DATES			
AMENDMENT NO : 000				START DATE : 01/01/2007			
CONTRACT TYPE : FOSC FOSTER CARE SERVICES				END DATE : 12/31/2007			
FED TAX ID OR SSN : 812343234				MAILED DATE : 01/01/2007			
TOTAL COST : 0.00				EXECUTED DATE : 01/01/2007			
TOTAL FUNDING : 0.00				TERMINATE DATE:			
				AMENDMENT DATE:			
PROGRAM OFFICER : ISOLA, ANDY				ID: C74152			
PROGRAM LIAISON : ISOLA, ANDY				ID: C74152			
FINANCIAL LIAISON : ISOLA, ANDY				ID: C74152			
PROVIDER LIAISON : MARY REYNOLDS							
RENEWED FROM :				RENEWED TO :			
CONTRACT PURPOSE: YOUTH GROUP HOME SERVICES							
SHIFT+F1=AUDIT							
PATH: ■							

- The Contract Detail screen will be used by the individual initiating the contract to enter detailed information common to all contracts executed by DPHHS
- This screen is also used to initiate Contract Acceptance processing, which ensures contract consistency before approval can take place
- Events will be generated when:
 - A worker generates a letter regarding a missing federal tax identification number
 - A contract mailing date, execution date or termination date is modified

```

CAFSCONC          CONTRACT COSTS          07/05/2006    16:00
USER ID : CS4566   INQUIRE                PAGE NO:    1
CONTRACT: 0603FOSC0055      AMENDMENT: 000      TYPE: FOSC  FOSTER CARE SERVICE
PROV NO : 0007001  001        PROV NAME: YOUTH HOMES INC.

TO SELECT, ENTER A=ADD, D=DELETE, M=MODIFY OR S=SELECT
SERVICE
SEL CODE DESCRIPTION UNITS UNIT COST AGE RANGE EXPANDED CLIENT
PTGHI GROUP HOME 39.22 0 - 0 COST BASED
- - - - - Y
- 0 - 0
- 0 - 0
- 0 - 0
- 0 - 0
- 0 - 0
- 0 - 0
- 0 - 0
- 0 - 0
- 0 - 0
- 0 - 0
- 0 - 0
- 0 - 0
-----
ADVANCE AMOUNT: TOTAL COSTS:
STARTUP AMOUNT:

PATH: █

```

- ## CPS Specialist Training Guide – *Payments*



OVERPAYMENTS

PA-06

- On-line overpayment processing
- You can view overpayment plans that are made to recoup the overpaid amount

OPAR - Overpayment Recovery

```
CAFSOPAR                OVERPAYMENT RECOVERY                07/05/2006   16:01
USER ID : CS4566                                     PAGE NO:   1
PROV NO : 0001001  001      PROV NAME: YOUTH FOSTER HOME

      SABHRS  DOCM ID      CHECK      CHECK      CHECK      REFUND
      NUMBER      DATE      AMOUNT      AMOUNT

TO SELECT, ENTER M=MODIFY OR I-INQUIRE
  PAYMENT  LINE CLIENT/   SVC  SERVICE  OVERPAID  RECOUP  AMOUNT
SEL NUMBER  ITEM CONTRACT CODE MM/YEAR  BALANCE  MONTHLY  RECOVERED
-  000002335  001 GRIMMIS, BIL PFRS1 06/2005   72.36

BLUE=DOC OVERPAYMENTS
SHIFT+F1=BALANCE

                                PATH:
```

- Central office will use this screen to establish monthly recoupment plans and to record a payment the provider sent in, to cover part or all of the overpayment
- The system will display all payment line items that have been overpaid to a specific provider when the Provider ID is entered at the top of the screen
 - The AMOUNT RECOVERED will be defaulted to the AMOUNT OVERPAID when the user enters a SBAS DOCUMENT NUMBER and the check information
- The system will allow the user to enter an amount in the REFUND AMOUNT field when the provider has sent in a check for more than the amount that was overpaid
 - The system will assign a real payment number and when the user confirms posting of the information on this screen, a warrant is produced to the provider for the amount of the refund
- Once all amounts have balanced, the user is prompted to confirm the posting of the information
- Entering "I" will take the user to the ORAD (Overpayment Recovery Activity) screen

ORAD - Over Payment Recovery Activity Detail

```
CAFSORAD      OVERPAYMENT RECOVERY ACTIVITY DETAIL      07/05/2006      16:09
USER ID : CS4566                                     PAGE NO: 1
PROV NO : 0001001 001      PROV NAME: MARY FOSTER HOME

PAYMENT NO: 000002335  AMOUNT OVERPAID: 72.36  CURRENT BALANCE: 72.36
LINE ITEM: 001          MONTHLY RECOUPMENT AMOUNT: 0.00
CLIENT NAME: GRIMMIS      BILL      CAPS ID: 00001011
CONTRACT NO:      AMENDMENT NO: 000  TYPE:

----- ACTIVITY -----
DATE      AMOUNT      PAYMENT  ITEM SABHRS  DOC ID  CHECK NO  CHECK DATE
01/17/06      +18.09  000002335  001
01/17/06      +18.09  000002335  001
01/17/06      +18.09  000002335  001
01/17/06      +18.09  000002335  001

PATH:
```

- This screen is used to view the details of an Overpayment Recovery Plan and all of the activity that has taken place on that plan
- After choosing an Overpayment Recovery Plan, the system will display all payments that are made in order to recoup the overpaid amount along with all monthly recoupment amounts
- All overpayments will also be displayed on this screen